



## **LIBRARY AIDE**

**Job Code: 0066**

Originated: 09/03

Revised: 05/06

HR Ordinance Status: Classified

Salary Grade: 2124

EEO Code: 25

FLSA: Non Exempt

Supervisory: No

[General Workforce](#)

### **CLASS SUMMARY**

Provides quality customer service in a courteous professional manner at the Library circulation desks in the Community Services Department.

### **DISTINGUISHING CHARACTERISTICS**

This is a stand alone Library classification and does not supervise.

### **ESSENTIAL FUNCTIONS**

*Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:*

- Provides quality customer service in a courteous, professional manner at the Library check out desk.
- Performs various library work functions on the library computer system.
- Issues library cards by inputting information into computer.
- Keeps apprised of changes in library policies and procedures, answers questions and assists customers with questions related to library policies and procedures.
- Checks library materials in and out.
- Performs searches for library materials.
- Directs customers to the information desk when appropriate.
- Supports other staff members by helping them complete their job duties, supporting team performance.
- Carries out tasks for the opening/closing of the library and maintains the area in a neat, organized manner.
- Maintains an awareness of the library's emergency and evacuation procedures.
- Works various schedules including evenings and weekends.
- May perform scheduling and other administrative tasks, as needed.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills and Abilities**

#### **Knowledge of:**

Working knowledge of arithmetic, spelling, Business English, and modern office practices and procedures.

#### **Ability to:**

Operate a variety of standard office equipment including a computer terminal, sensitizer, barcode reader, Express Check machines and cash register.

Explain policies and procedures.

Perform basic mathematical functions.

Comprehend and make inferences from written material and verbal and/or written instructions.

Listen and communicate effectively (verbally and in writing) with customers and other staff.

Establish and maintain effective working relationships with other employees.

Work various schedules that include evenings and weekends.

### **Education and Experience**

Any combination of training and experience that demonstrates the ability to perform the required duties. Must have good public contact experience.

### **Licensing and Other Requirements**

Must possess and maintain a valid Arizona driver's license with no major driving citations within the past 39 months.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

## **SUPERVISION RECEIVED AND EXERCISED**

Work is performed under moderate supervision by a Library Assistant Supervisor in the Library Systems Division of the Community Services Department and within standard operating procedures.

## **WORK ENVIRONMENT/PHYSICAL DEMANDS**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Bends and stoops and lifts arms above shoulder to lift, move and shelf books and other library materials short distances.
- Stacks books on carts. Pushes heavy cart weighing up to 300 pounds across library.
- Uses a barcode reader, sliding materials across a de-sensitizer/sensitizer.
- Operates a variety of office equipment including a computer, cash register, credit card machine, telephone, 10-key calculator, copy and fax machines requiring continuous and repetitive arm, hand and eye movement.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*